

Alabama Department of Mental Health
Division of Administration
Automated Certification System
RFP 2023-19 Q&A

1. The RFP states that there is a requirement to “*convert current & historical Access Database into the proposed solution so that reporting and historical information is accessible*”

Can ADMH provide additional details relating to the data migration requirement (i.e., Number of historical records, type of records, format data will be provided if there are technical staff at ADMH who can support the migration, etc.)? **There are over 50 tables, with each containing different types and amounts of data. Two examples are the Facility table with a little over 7,000 rows and the Inspection table with close to 70,000 rows. Staff is available to support migration.**

Question	RFP Section	RFP Page	Vendor Question
2.	4. Functional Requirements	16	Functional Requirement 2 states “2. Accept multiple attachments upload of up to 250MB in size.” Does ADMH require the vendor to accommodate file uploads at 250MB per file or 250MB total for all documents uploaded? 250MB per upload. Each upload will be a max of 250MB.
3.	4. Functional Requirements	16	Regarding functional requirement #10, will ADMH provide vendors the specifications of the existing Access database, including the number of fields, size of the database, etc? See response to #1.
4.	4. Functional Requirements	16	Regarding functional requirement #10, does ADMH intend to utilize the Access database after go-live of the new provider application/certification system? NO.
5.	4. Functional Requirements	17	Can ADMH please clarify what is meant by functional requirement #14? Specifically, what does ADMH expect in reference to the “ADMH code”? Certain sections of the Code will be tabbed for easy access.
6.	5. Technical Requirements	20	Technical requirement #12 states that the system “must be able to exchange data and extracts with other information systems that ADMH currently does or in the future will need to for compliance and business reasons.” Can ADMH provide the what those existing and anticipated systems are, including interface details, the method of interface (e.g.,

SFTP, API), the frequency of the interface, and the file formats of the data? **The current interfaces supported are SFTP and API exchanges. File format will preferably be XML based, but different formats can be supported. The interface would be to update records in our existing systems for status of the certifications.**

- | | | | |
|-----|---|-----------|---|
| 7. | 4. Functional Requirements | 16 | Functional requirement #9 states that the vendor will “Generate letters and/or certificates for electronic signature and final email of these items to applicant.” Will ADMH provide copies of those existing letters and certificates? Samples are provided. |
| 8. | Overview - #14 and Attachment 6 – Functional Requirements #14 | 17 and 46 | Will ADMH please elaborate on this requirement? Is it intended that the aforementioned “help tab” containing the data dictionary, etc. be accessible only to specific user types / roles within this system or publicly accessible? Within the ADMH system. Not publicly. |
| 9. | Attachment 6 – Functional Requirements #11 | 11 | Regarding the conversion of legacy reports to new system reports, ADMH please provide approximate volumes, types, etc. of these reports so vendors may adequately estimate the conversion effort? There are two canned reports. Examples provided. |
| 10. | Attachment 6 – General Functionality #3 | 45 | Will ADMH please provide sample enrollment application(s) for the specified provider types (i.e., mental health, etc.) so the vendor may adequately estimate the level of effort required for system configuration? Attachment provided. |
| | | | Additionally, will ADMH also provide sample workflows related to intake and processing tasks / steps associated with these providers? Attachment provided. |
| 11. | RFP Events Schedule | 9 | Given that the timing of release for this RFP falls within the timeline for the annual ADvancing States Home and Community Based Services (HCBS) and the annual Medicaid Enterprise Systems Community (MESC) conferences and that the Labor Day holiday also falls within the RFP schedule, will ADMH consider extending the RFP submission date by a minimum of two weeks to allow vendors to adequately respond? NO. |

12.	PROJECT SCOPE	6 #3	In order to accurately size the solution, how many end users are expected to access the system? Up to 25
13.	PROJECT SCOPE	6 #2	Should proposal response/pricing include both the electronic application process and the fully automated electronic certification system to be implemented later? Just the electronic application process. Does the State have a timeline for the electronic certification? NO.